



ITD DISASTER RECOVERY NOTIFICATION FORM
NORTH DAKOTA INFORMATION TECHNOLOGY DEPARTMENT
SFN 53607 (7-2006)

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This form identifies the process each state agency, "The Agency," will use to contact ITD in the event of a disaster. Each agency will add these steps to its Continuum of Government plan and provide ITD with the information.

Agency Name

1. The Agency will incorporate the following disaster notification procedure into its Continuum of Government plan:

- * Contact the ITD Service Desk through the **701-328-4470** or **800-837-9807** telephone numbers.
- * State explicitly that **"This is a disaster notification."**
- * Provide the name of the person calling and that person's job title.
- * Provide telephone numbers where the Agency can be reached.
- * Indicate which ITD-supplied services are required, including any of the following:
 - telephone service restoration
 - network restoration
 - server data restoration

2. The Agency will provide ITD with the following information:

- * Up to three people authorized to invoke this process.

Name	Job Title	Home Telephone	Work Telephone

- * The location, if known, of the Agency's designated recovery site.

Location

3. The Agency will provide ITD with updated information yearly, when asked for by ITD.